

**Procurement****Form 2****Request for Quotation**

(Contact at least five (5) vendors, two (2) of which are state certified MBE's.)

<b>To</b> (Name & Address of Vendor/Consultant): <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	<b>From</b> (Name & Address of Grantee/Purchasing Agent): <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
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<b>Date:</b>
The City/Town of _____ is seeking _____ (Description of Services) The procurement of these products/services is required for the implementation of a _____ (Type of Project) If interested, you are asked to fill in the below information and submit it back to me by _____ (Date) Should you have any questions, please feel free to contact me at _____ (Phone Number, Ext.)

Item/Service (Completed by Grantee)	Quantity (Completed by Grantee)	Description (Completed by Grantee)	Unit Price (Completed by Vendor)	Total Amount (Completed by Vendor)

<b>Additional Information:</b>
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<b>Signature of Vendor/Consultant:</b>
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